

WASHINGTON PUBLIC LIBRARY  
Minutes of the Regular Monthly Meeting  
Library Board of Trustees  
July 22, 2019

**AGENDA:** Reading of the Open Public Meeting Act

**ROLL CALL:** Scott McDonald, John Valentine, Mayor David Higgins, Superintendent Jacqueline Nassry, Michelle Norris, Ron Duryea – a quorum was present.

Absent: Jeanine Gleba, Rosemarie Rosati

Also in attendance: Usha Thampi-Lukose, Library Director; Tracy Quamme, Account Clerk; Christopher Vitalos, Susie Mar, Josh Melchor and Eric Stromfeld from Merrill Lynch Wealth Management

The regular monthly meeting of the Washington Public Library Board of Trustees was called to order by President Scott McDonald at 7:00 pm.

Due to the absence of the Board Secretary, the Board President asked Usha Thampi-Lukose as well as Tracy Quamme to take notes.

**PUBLIC HEARING:** A motion was made by John Valentine and seconded by David Higgins. To approved the minutes of the regular meeting of the Washington Public Library Board of Trustees held June 24, 2019.

All in favor with 2 ayes

Abstained: Jackie Nassry, Mayor David Higgins, Michelle Norris, and Ron Duryea

**COMMUNICATIONS:** none

**AUDIENCE:**

President Scott McDonald opened up the audience portion. Mr. Christopher Vitalos said he had come to the meeting to see how the Library Board of Trustees operated and flowed.

Mayor David Higgins motioned to close the audience portion; Ron Duryea made the second. The motion passed with all in favor.

**REPORTS:**

1. President's Report

Scott McDonald stated that he and Jeanine Gleba were continuing to work on the employee handbook.

2. Treasurer's Report

Ron Duryea made the motion to approve the June financial reports and accept the Treasurer's report; Scott McDonald seconded the motion.

Discussion: none

Roll Call: Scott McDonald, John Valentine, Mayor David Higgins, Superintendent Jacqueline Nassry, Michelle Norris, Ron Duryea

All in favor: 4 ayes; 0 nays; 0 abstentions

### 3. Director's Report

The Director reported that a patron had donated a New Jersey State flag to the library and that a thank you note has been sent.

The Director said the Summer Reading Kick-off presentation at Memorial School was a success and we had around 116 children and adults present. She also reported that our second "Story Time with a Cop" was a successful event with 57 children and adults present. The Officer who came was very engaging with the children, and Laura Warner invited him to the back of the library to be introduced to the rest of the staff.

The Director made note that the Library was designated a "cooling center" for the heat wave that was in early July so that residents who needed to get out of the hot and humid weather could find a place to cool off.

Discussion: President Scott McDonald asked the Mayor why Borough Hall was not designated a cooling center at that time. The Mayor responded that there was a wiring issue with the air conditioning system at Borough Hall during that time, and it is now resolved.

The Director spoke about a local patron wanting to volunteer his time to "Teach Chess for Youth" program that is going to be held on a monthly basis (first Monday of each month) beginning in August at the library.

Discussion: The Mayor asked if volunteers had been given background checks. President Scott McDonald said that the library does not have the funds for background checks. The Mayor is going to look into the need for background checks for any volunteers who would consistently work with children and get back to the Board as soon as possible.

A motion was made by Scott McDonald to accept the July Director's Report; \_John Valentine seconded the motion.

The motion was carried unanimously with all in favor (4 ayes).

### 4. Committee Reports

#### a) House Committee: None

Discussion: The Mayor said he took a walk around the building before he came inside. He asked about the foundation wall on the east side of the library where all the windows are. He noticed that below the brick was a material. Ron Duryea said the material was Styrofoam and was the way the building was constructed in the beginning. Ron said that years ago, tar had been applied to the Styrofoam areas. The Mayor asked if spray can insulation could be put in the cracks. Ron said the spray insulation would expand upward and not downward making it basically useless as a "fix". President Scott McDonald said that the Borough Engineer needs to be asked. Ron Duryea said about 3 years ago, William Gleba, a civil engineer, came by as a favor to take a look at the wall to give the Board ideas as to how to remedy the issues of leaking and cracking. No formal plan was drawn up because Mr. Gleba was

just there as a favor. President Scott McDonald had heard that a French drain was proposed to go in, but no one was aware of plans of that happening.

b) Policy Committee: Proposed Trustee Manual was tabled until next month's meeting due to questions about whether an attorney review was needed to review the manual and Board members who had not read the manual. Scott McDonald explained an attorney review was not needed as it was basically copied/taken from the State Library with a few minor changes made by them. (A motion was originally made by John Valentine to accept the Manual and seconded by Scott McDonald, but later withdrew the motion [as there was more questions regarding the Manual as well as] to give some Board members more time who had not read the email sent out with the 95-page Manual attached.)

#### **OLD BUSINESS:**

##### 1. Friends of the Library Update

Per Board Liaison John Valentine, the Washington Women's Club in conjunction with the Friends of the Library is working on another Tricky Tray sometime around March 2020. The Friends received two new applications for members. There will be a meeting at the end of August to start planning new events to raise money for the Library.

#### **NEW BUSINESS:**

1. Josh Melchor and Eric Stromfeld from Merrill Lynch Wealth Management gave a short explanation of how they could help set up investment policies for the library if interested. Both talked/discussed about investing the library's money by using the 2 CDs conservatively. The Board members were interested, so Josh and Eric will put together a prospectus with more information.
2. Suzi Marr, President of the Washington Borough Green Team, would like to collaborate more with the Public Library as we are already incorporating "reduce, reuse and reclaim" into story time once a month. She, as well as John Valentine, proposed that perhaps a volunteer could come to the Farmers Market to read a story and raise community awareness of the Library and its resources. Suzi spoke about the possibility of using the Board Room for a Lunch-And-Learn. She would like to raise awareness about sustainability, educating community members as to their role in building a more sustainable community, for example buying locally.

#### **EXECUTIVE SESSION** (as needed)

**ADJOURNMENT:** There being no further business, a motion was made by Ron Duryea and seconded by John Valentine to adjourn. The motion was carried. Meeting was adjourned at 8:05 pm.

The next regular monthly meeting of the Washington Public Library Board of Trustees will be held on Monday, August 26, 2019 at 7:00 pm.

Respectfully submitted,

Usha Thampi-Lukose, Director

Tracy Quamme, Account Clerk